

Collection of Fees

County Recorders Annual Conference
April 2018

Primary Duties

- Record instruments submitted for recording
- Enter each instrument into the Entry Book and properly index
- Make all recorded documents available to the public
- Supply copies of any instrument or certify to the record
- Charge fees for both recording and retrieving documents

Topics of Interest

- Legal Authority for Recording Fees
- Handling Various Types of Payments
- Deposits
- Bank Reconciliations
- Report of Collections

Types of Payments Received

- IC 36-1-8-11(c)
 - Cash
 - Checks
 - Bank Drafts
 - Money Orders
 - Bank (Debit) Cards and Credit Cards
 - Electronic Funds Transfers (EFT)
 - Other financial instruments as approved by the county council
- Fees Charged for Payment Transactions
 - IC 36-1-8-11(d)
 - Allowed to collect a fee equal to the amount charged to the County for the payment transaction

Payments (Continued)

- Receipts are to be issued and recorded at the time of the transaction
- Collections are received in the mail and from individuals
- Receipts should be issued for ALL collections
- An approved OR a prescribed receipt is to be used
- Proper internal controls should be in place for handling collections
- Employees handling collections should be properly bonded. (collect over \$5,000)

Payments (Continued)

- Accounts Receivable and Escrow Accounts
 - Accounts receivable not allowed – Statute states “shall” collect
 - Escrow accounts allowed – payment received in advance
- Overpayments
 - IC 36-2-11-6
 - May retain administrative fee up to \$3
 - Excess amount over \$3 shall be refunded

Making Deposits

- IC 5-13-6-1
 - Daily Deposits Required for amounts over \$500
 - Designated Depository

Reconcile Collections to Receipts Posted

- Count drawer and balance with applicable reports.
- Deposit Report, Pre Posting Report, Cashbook Report

End Result

Collections = Deposit = Receipts Posted

Reconciliations

- IC 5-13-6-1(e)
 - Perform monthly reconciliations
 - Reconcile bank statements to records

Report of Collections

- Fees are remitted monthly to County Treasurer
- Accompanied by Report of Collections to be filed with County Auditor
- Follow the proper receipt procedures as required by statute